

Concessionary Fee Application Form

Please use BLOCK CAPITALS



For Weekly Classes, Events, Lecture Series, and selected Short Online Courses

Please read the **Guidelines on Eligibility** on Page 2 before applying for a concessionary fee.

If you believe the eligibility criteria are met, you may complete this form and submit this together with your course Enrolment Form and a copy of your documentary evidence of status or entitlements, to the appropriate course office listed on Page 2.

I wish to apply for a Continuing Education concessionary fee:

Please fill in the details below.

First name:		Last name:	
Address:			
Postcode:		Telephone:	
Course title:			

Grounds for application (see Guidelines on Eligibility, Page 2):

Documentary evidence provided (copies, not originals):

Declaration:

I understand that the information requested on this form is required to determine my eligibility for financial support in relation to undertaking the course specified in above. I understand that it will be held in accordance with the University's Data protection policy (compliance.admin.ox.ac.uk/data-protection-policy), and treated in the strictest confidence, kept securely, and not disclosed to third parties, except for statutory purposes. I declare that the information that I have provided on this form is true, correct and accurate to the best of my knowledge and belief.

Signature:		Date:	
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Guidelines on Eligibility

Oxford Lifelong Learning operates a concessionary fee scheme for people on low incomes enrolling on Weekly Classes, Events and Lecture Series and most Online courses. This grants a 50% reduction of tuition fees.

Course eligibility

- All courses within our Weekly Classes, Events and Lecture Series are eligible.
- Online courses are eligible, unless they are tagged with 'Professional development'
- All other courses are ineligible.

If you are unsure whether your course is eligible, please contact the course administrator.

www.lifelong-learning.ox.ac.uk/courses

Student eligibility

- Concessionary fees are limited to a single course per person per academic year.
- A concession (i.e. a reduction of 50% of tuition fees) may be granted if you can provide documentary evidence to demonstrate at least one of the following:
 1. You are in receipt of a UK state benefit (such as Universal Credit, Housing Benefit, Income Support, Income-based Job Seekers' Allowance, Income-related Employment and Support Allowance, a reduction under the Council Tax Scheme, Carer's Allowance).
 2. Your sole source of income is a DWP State Retirement Pension and Pension Credit.
 3. You are a UK care-leaver.

Where to send your application

BY EMAIL

Please send the form to the relevant address below:

- weeklyclasses@conted.ox.ac.uk (for weekly learning courses taking place in person)
- events@conted.ox.ac.uk (for events and lecture series)
- onlinecourses@conted.ox.ac.uk (for 'online – flexible' or 'online – live' courses)

BY POST

Please return the form to the most appropriate:

- **Weekly Classes Office**, Oxford Lifelong Learning, Ewert House, Ewert Place, Oxford, OX2 7DD
- **Events Programme Office**, Oxford Lifelong Learning, Rewley House, 1 Wellington Square, Oxford, OX1 2JA.
- **Online Courses Office**, Oxford Lifelong Learning, Ewert House, Ewert Place, Oxford, OX2 7DD